

Be Inspired!

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Email: marcia@thelifebureau.co.uk

Tel: 020 79788375



Hi everyone, welcome to this month's (new look) edition of Be Inspired!

This month we focus our thoughts on how we choose to spend our time. You can also enter a competition on page 4 to win **two sessions of life coaching!**

Through this newsletter I hope to provide you with inspiration, challenge your thoughts and to provoke some positive action. I'll also keep you informed of events that may be of interest to you.

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I'd love to hear your thoughts and feedback on this newsletter - send me an email at marcia@thelifebureau.co.uk. If you enjoy reading this, please forward this newsletter to your friends, family and colleagues.

Until next month, read on, be inspired and above all - take action.

And for those of you going on holiday, have a great time!

Marcia

Do you have a favourite quote that you'd like to share?

Email your quote to marcia@thelifebureau.co.uk and it may be used in a future issue.

QUOTE OF THE MONTH

This month there are two quotes of the month!

'If you want to make good use of your time, you've got to know what's most important and then give it all you've got'.
Lee Iacocca

'If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much'.
Jim Rohn

ARTICLE - How will you choose to spend your time?

It's that time of year when many of us will be thinking about taking a break for a week or two, or maybe for a long weekend. Even if you've already been, it's interesting to think about how much time, effort and energy we put into making those few days or couple of weeks everything we want it to be.

We might start from picking up the brochures or searching the web for holiday ideas followed by the decisions you need to make:

- | | |
|---|---|
| - <i>Where do I want to go?</i> | - <i>What do I want to do?</i> |
| - <i>When can I go?</i> | - <i>Where might I have to compromise?</i> |
| - <i>What's my budget?</i> | - <i>Who else is coming?</i> |
| - <i>What climate do I want?</i> | - <i>Where will I stay?</i> |
| - <i>How will I get there?</i> | - <i>How much spending money will I need?</i> |
| - <i>What do I want to do when I'm there?</i> | - <i>What will I need to do that?</i> |
| - <i>Have I got suitable clothes?</i> | - <i>Do my clothes still fit?!?</i> |

Booking the time off work, changing currency, letting friends and family know, getting someone in to feed the cat and water the plants - it's all part and parcel of the holiday planning experience.

'How much time and attention do you give to planning how you want to live your life?'

So tell me this, how much time and attention do you give to planning how you're going to live your life? For most of us it's probably very little.

Let's make it easier - how much time and attention do you give to planning how you want things to be in the following month?

How do you want to spend your time? How do you spend it currently?

- Are you responsive - waiting for things to happen, waiting to be invited out, waiting for the phone to ring, or that email to arrive before you take any action?
- Are you motivated into action by the fact that something *has* to be done because a deadline is looming, rather than choosing and planning to do it in your own time?
- Are you spending too much time at work?

Just think about it. If we focused some of our time and energy into planning how we choose to spend our time over the next month what would be different? What might happen? Might you find yourself catching up with a friend that you haven't seen for ages, going to see that show at the theatre that you've been wanting to see, having more fun, feeling more relaxed, feeling in control?

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What do you really want to be doing?

'What do you really want to be doing?'

To help you, the questions that you need to ask yourself are very similar to the ones you answered when planning your holiday:

- Where do I want to go?
- When can I go?
- What's my budget?
- How will I get there?
- What do I want to do when I'm there?
- Have I got suitable equipment/resources?
- Who might help me?
- What do I want to do?
- Where might I have to compromise?
- Who might be involved?
- How much money will I need?
- What will I need to do that?
- What else do I need to put in place to do this?

In the same way that you take the time to plan your break, take a few moments to decide how you'd like to spend your time in the next month. Remember, you only live once, so spend the time you have wisely, so that there are no regrets...

If you're struggling, or would simply like to be more effective in this area, call me today on 020 79788375 to book your coaching session to help you to plan and make better use of your time, or why not enter this month's competition on page four to win two sessions of life coaching.

Are you ready for Coaching?

- ✓ Do you wish you had more **focus**?
- ✓ Do you want to plan and use your time more effectively?
- ✓ Are you ready to take **action** and start achieving **more** in your life?

If you've answered **yes** to any of these questions, then **coaching** may be the next step for you.

To schedule your complimentary 30-minute telephone coaching session to explore how coaching could help you to change your life send an email to marcia@thelifebureau.co.uk or call Marcia on **020 79788375**.

Testimonial

'I was new to the life coaching idea and have to say really amazed. We spend so much time and money on our physical appearance (joining health clubs, clothes and shoes etc) I was amazed at the areas which we don't focus on in our busy day to day lives. Life coaching really helped me to focus on what was important to me and how to get the most out of life. Marcia was patient, understanding and professional in her approach'.

Denise, Head of Sales & Marketing

ACTION STATION
(Pen and notepad at the ready!)

- How much time do you usually spend planning your holiday? Compare this to the amount of time you spend planning what you want to do in life. What's the difference?
- Answer the questions in the article above to plan what you want to do over the next month.
- Enter the competition to win two sessions of life coaching

*** COMPETITION! ***

**** Win 2 life coaching sessions - worth £90 ****

Taking time out to plan where your life is heading is one of the most effective ways to ensure you achieve what you want out of life. Two lucky readers have the chance to win two 45 minute telephone coaching sessions.

To enter send an email, with your name and telephone number, to marcia@thelifebureau.co.uk outlining three ways in which you think life coaching could help you.

Competition entries to be received by 27th July.
Winners will be informed by 31st July.

About The Life Bureau

For further information contact:

The Life Bureau Ltd

Telephone:
020 79788375

Mobile:
07940 544290

E-mail:
marcia@thelifebureau.co.uk

Marcia Cave helps clients to identify their goals and to take action to achieve results and more fulfilment in their personal and work lives. She is a qualified personal life and business coach and Director of The Life Bureau; a coaching and HR consultancy company.

If you have received this newsletter from a friend and wish to subscribe please email marcia@thelifebureau.co.uk

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